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Signature: /s/ Ken McElroy		Position Title: Human Resources Bureau Chief



CLASSIFICATION PROCESS OPERATIONS PROCEDURE GUIDE

APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

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Attachments:

Request to Implement a Broadband Pay Plan Adjustment	PDF
Classification Request	PDF

I. Introduction to Department of Corrections Classification

A. Classification at a Glance

The Department of Corrections (herein, the “Department”) Human Resources Bureau (herein, the “HR Bureau”) will work with supervisors to help create or select job descriptions that reflect positions accurately and help to meet the goals and objectives of the Department and applicable division while maintaining the integrity of the classification process.

II. Job Descriptions

A. Job Description Reviews

A [job description](#) should be reviewed by the supervisor when the following occur:

- a position becomes vacant but before posting the vacancy;
- significant changes have taken place or are required in the position;
- five years have passed since the last job description review; or
- an extensive reorganization is completed within the applicable division or bureau.

B. Job Description Revisions

To complete minor changes to a job description, an immediate supervisor of the applicable position will:

1. make the appropriate changes;
2. sign the revised job description; and
3. submit the completed and signed job description to HR Bureau staff for review.

When a job description requires significant revision or the position is new, the following will occur:

1. the immediate supervisor and/or incumbent will complete a [Job Analysis](#) form;
2. the immediate supervisor will sign the completed job analysis to indicate that the analysis accurately represents the current position;
3. the immediate supervisor and/or HR Bureau staff will use the completed and signed job analysis to write a job description for the position; and
4. when HR Bureau staff are responsible for completion of a job description, the following will occur:
 - a. an HR specialist will complete the job description within five working days of receiving the signed job analysis; and
 - b. if circumstances prevent completion of the job description, the HR specialist will notify the supervisor of anticipated delays.

Upon determining that a job description accurately reflects the essential duties of a position, the immediate supervisor will complete the following:

1. sign the job description; and
2. submit the signed job description, the job analysis and a completed [Classification Request](#) form to HR Bureau staff for classification of the position.

III. Classification

A. General Classification Procedures

When a supervisor or the HR Bureau staff determine that changes to a job description are minor, a reclassification of the position is not required; however, if a supervisor or the HR Bureau staff alters a job description resulting in significant changes to a job description, a [classifier](#) will complete the following duties:

1. conduct a [desk audit](#) with the incumbent and/or immediate supervisor within five days of receiving the required documents;
2. and complete the classification within ten days;
3. notify the immediate supervisor of any anticipated delays; and
4. review the classification with the immediate supervisor to ensure that the classification has captured the complexity of the position.

Following a review of the classification by the immediate supervisor and classifier, the classifier will submit the classification to the [classification specialist](#) for final review. The classification specialist will:

1. agree with the classification as it is submitted;
2. ask the classifier questions to clarify the information within the classification; or
3. submit the classification to the [DOC Classification Group](#) for further review.

B. Pay Range Adjustment

The classifier will notify the immediate supervisor and appropriate [division administrator](#) of a classification revision that results in a change in pay ranges for a position.

The immediate supervisor, upon receipt of a notification of a change in a pay range for an incumbent, will complete a [Request to Implement a Broadband Pay Adjustment](#) form and submit the completed form to HR Bureau staff that will review the form and submit it to payroll to implement the wage changes.

IV. Internal Review

An immediate supervisor who does not agree with the classification of a position under his or her responsibility may request that the classification undergo an [internal review](#) in accordance with the following steps.

A. Step One

The classifier will meet with the immediate supervisor to ensure that the job description accurately describes the duties of the position. If the classifier agrees that the classification does not accurately reflect the position, the classifier may choose to revise the classification.

B. Step Two

If the immediate supervisor does not feel the resolution established at step one was appropriate, the following will occur:

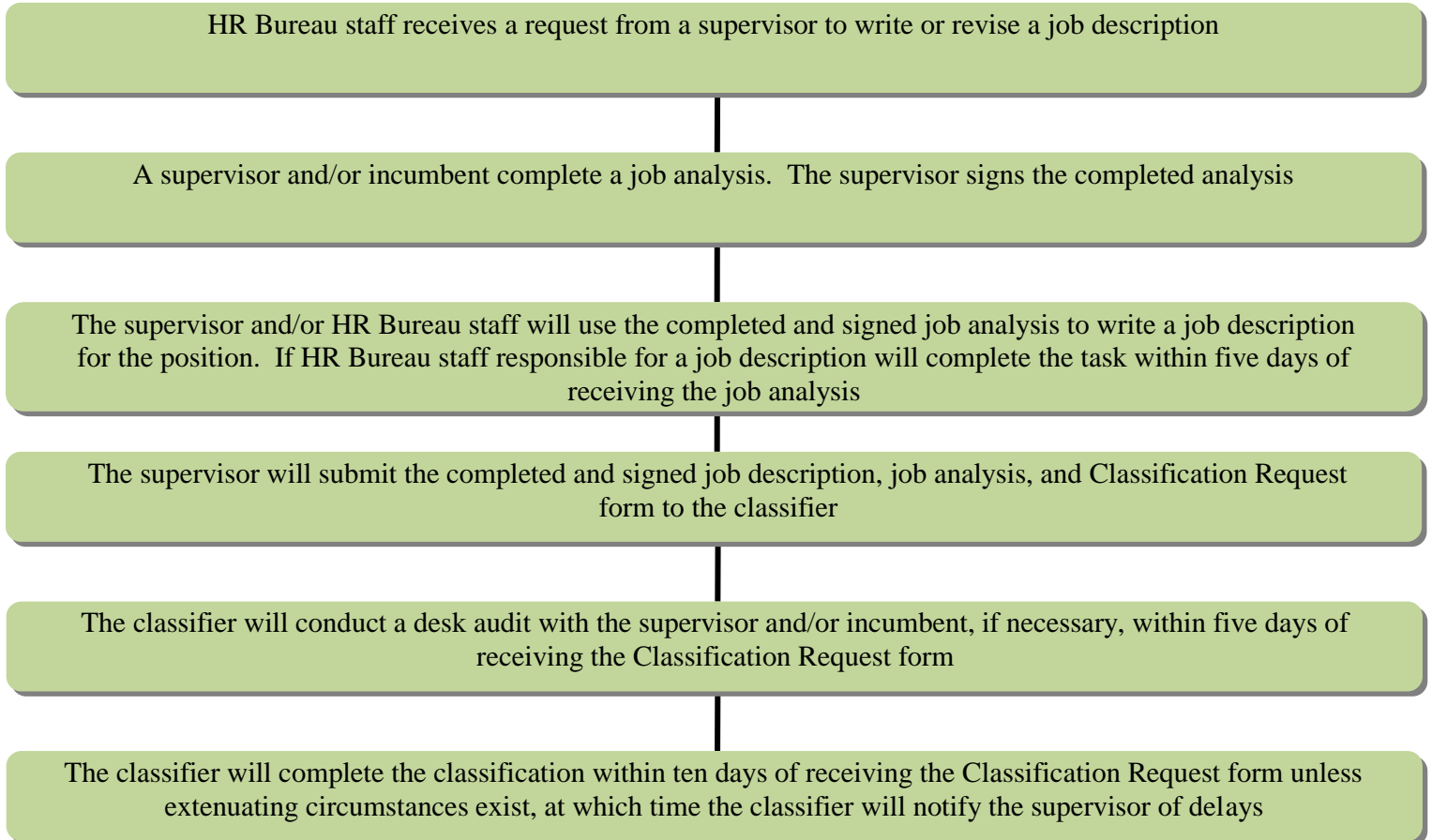
1. The immediate supervisor will request that the HR Bureau staff submit the classification to the DOC Classification Group;
2. The DOC Classification Group will review the job description and classification and interview the classifier, the immediate supervisor, and/or the incumbent; and
3. The DOC Classification Group will choose one of the following options:
 - a. agree with the classification as it is written; or
 - b. send the classification back to the classifier for further revision.

C. Step Three

If the immediate supervisor does not feel the resolution established at step one or two was sufficient, the following will occur:

1. The immediate supervisor will request that the HR Bureau staff submit the classification to the Department director; and
2. The director will review materials provided by the HR Bureau classifier and issue a final decision.

V. Flow Chart Summary



Glossary

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Classification Request - A form completed by an immediate supervisor that outlines the reasons a supervisor is requesting the classification/reclassification of a job description.

Classification Specialist – A specialist within the HR Bureau who is tasked with monitoring the Department's classification process.

Classifier - A person who has successfully completed training provided by the Department of Administration in the application of the benchmark factoring methodology; who has demonstrated the ability to make accurate classification decisions; and who is placed on the list of approved trained classifiers maintained by the Department.

Desk Audit - An in-depth job analysis performed by a trained classifier to obtain further information for an accurate classification of a position.

DOC Classification Group - HR Bureau specialists within the Department trained as classifiers by the Department of Administration.

Internal Review - The process by which a supervisor may request a review of a disputed classification within the Department.

Job Description - A document that identifies the duties and tasks; supervisory and public contact responsibilities; decision-making responsibilities; supervisory controls; and knowledge, skills and abilities required to perform the work assigned to a position. A job description is an entry level position; these are the tasks, duties and competencies that an incumbent would need for this position on their very first day of work.